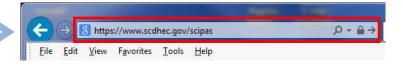


The South Carolina Immunization Registry (SCI Registry) is located within the South Carolina Immunization Provider Access System (SCI PAS) portal.

In your internet browser, enter https://www.scdhec.gov/scipas. Once the SCI PAS webpage appears, bookmark the page for quick access in the future.

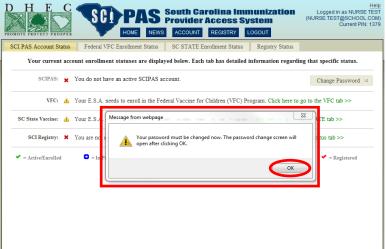


INITIAL LOGIN PROCESS

Enter your e-mail address in the Username field and the temporary password provided in the Password field.

Click Login.





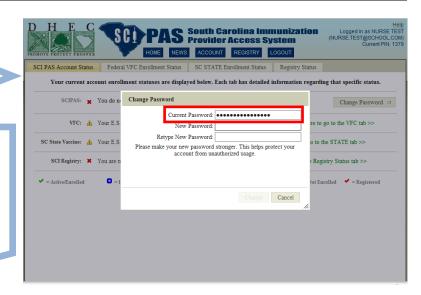
Immediately upon initial login, user is prompted to change password.

Click OK.

First, enter the temporary password in the **Current Password** field.

Enter **New Password** twice. Password must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)





The Change button will not activate until the new password meets agency password requirements.

When password has been entered twice and meets agency password requirements, click **Change**.

Window appears confirming password changed. Click **OK**.

Keep your password documented in a safe and secure place!





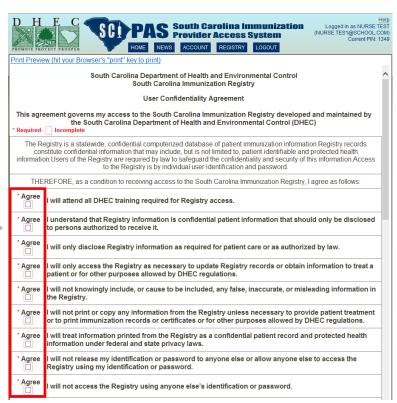


Click on Registry Status tab.

User must complete the User Confidentiality Agreement (DHEC 0869). Click on **Form DHEC 0869**.

User must read and agree with all of the elements contained in the User Confidentiality Agreement (DHEC 0869). User will acknowledge agreement by checking the **Agree** box for each of elements.





After checking all of the **Agree** boxes, provide the answer to ONE of the Challenge questions:

- High School
- Pet's Name
- City of Birth

The last step is your electronic signature. Please enter your e-mail address as your electronic signature.

Click Submit.

After successfully completing the User Confidentiality Agreement, access is immediately granted to SCI Registry.

Click on the upper Registry tab.

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| Howe | New | Registry | Logout | Launch Registry | Application | Logout | Launch Registry | Logout |



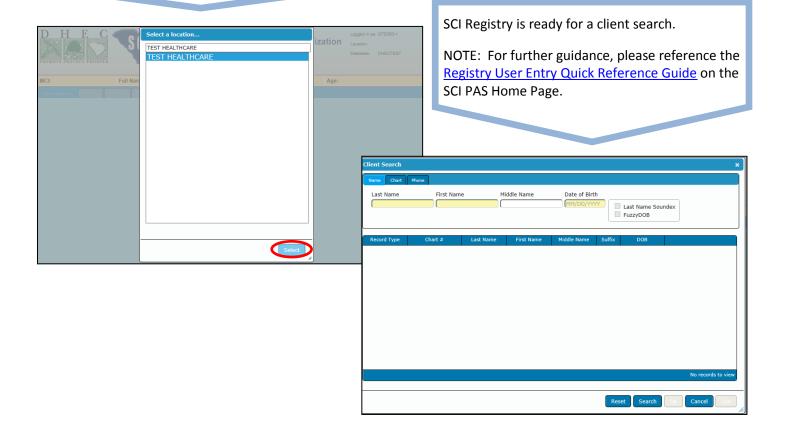
Select Launch Registry Application.

✓ = Active/Enrolled

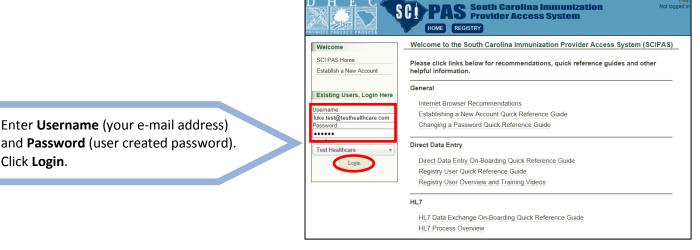
- In Progress



The "Select a location..." window will appear with the user's facility highlighted. Click **Select**.



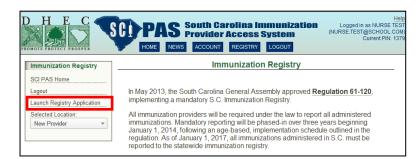
SUBSEQUENT LOGIN PROCESS



Select: Immunization Registry
OR
Registry tab.

Select Launch Registry Application.





The "Select a location..." window will appear with the user's facility highlighted. Click **Select**.

SCI Registry is ready for a client search.

NOTE: For further guidance, please reference the <u>Registry User Entry Quick Reference Guide</u> on the SCI PAS Home Page.



